



**Table of Contents**

REGISTRATION ..... 1  
BUSINESS OFFICE – TUITION & FEES ..... 2  
FINANCIAL AID ..... 3  
HOUSING ..... 5  
PARKING ..... 6  
CONTINUING EDUCATION ..... 7  
DISTANCE EDUCATION ..... 8

**REGISTRATION**

**1. I think I want to go to school; what do I need to do?**

- First you must apply for admission to the college by completing a WCJC Admissions Application. You can download an application from our website or pick one up at the Registrar’s Office at any of our campuses.
- A completed application includes THEA test scores (or proof of THEA exemption, official high school and/or college transcripts, proof of residency, and a one-time \$10.00 application fee.
- Counselors are available to help you determine a degree plan and list of courses to pursue.

**2. Do I need an appointment to register for classes?**

An appointment is not necessary. You can register online at [www.wcjc.edu](http://www.wcjc.edu) or in person at the Registrar’s Office at the Wharton Campus, Sugar Land Campus, or Fort Bend Technical Center at Richmond.

**3. When is the last day to register for classes?**

You may register through the third day of classes. A \$25 late registration fee is charged once classes have begun.

**4. Can I change my schedule?**

Yes, through the third class day. Beginning the first day of classes (August 30) a \$15.00 schedule change fee is charged.

**5. Can a counselor register me for classes?**

When you visit a counselor, they will assist you with online (web) registration.

**6. What if I’m unable to register in person?**

Once you have satisfied the admissions requirements, you can register for classes online at [www.wcjc.edu](http://www.wcjc.edu).

- Click the Online Services link on the college home page.
- Click WCJC Student Online Services.
- Click enter Secure Area in the menu that appears to begin the registration process. Your logon ID is your social security number without dashes or spaces. Your password is your birth date in the format MMDDYY. After you have logged on, you can change your password.

## **BUSINESS OFFICE – TUITION & FEES**

### **Installment Plans**

#### **1. Can I pay my tuition and fees on an installment plan?**

Yes, installment plans are available and must be set up in person at the Business Office at one of our three campuses. The deadline for arranging an Installment Plan is 3:00 p.m. on **Friday, August 27<sup>th</sup>** although the Business Office is open until 4:00 p.m.

#### **2. How often are payments due on the installment plan?**

Tuition and fees are divided into three payments:

**1<sup>st</sup> installment:** 50% of your tuition and fees + a \$35 processing fee are due at the time you sign the contract

**2<sup>nd</sup> installment:** 25% due by **October 1st**

**3<sup>rd</sup> (final) installment:** 25% due by **November 5th**

A \$35.00 late fee is charged for any missed installment **regardless** of financial aid status.

#### **3. If I cannot come to the school to set up and installment plan, can my parent or someone else take care of it for me?**

The student must complete the Installment Agreement in person at the Business Office at Fort Bend Technical Center, Sugar Land Campus, or Wharton Campus.

#### **4. Can I pay my tuition and fees by credit card?**

Yes, you may pay with a MC or VISA using online services. If you do not have internet access, a form can be faxed to you to complete and fax back. You must pay in full when using online services.

### **Purge Dates**

#### **5. What happens if I register, but do not pay for my classes?**

If you do not pay for your classes, you will be removed from them based on the following schedule:

Students registering **July 8 – August 19 must pay by 5 pm August 19**

Students registering **Aug. 20 – Sept. 1 must pay by 5 pm Sept. 1**

## **Bookstore Vouchers**

### **6. Can I use my PELL grant to pay for books?**

You can obtain a voucher from the Business Office at the Wharton Campus and Sugar Land Campus. At the Richmond Fort Bend Technical Center, vouchers are available in the Administrative Office, TC131. You can use it at the bookstore if you have Financial Aid.

Vouchers are available August 23 – September 3 at each campus. Vouchers are good for up to \$500.00 per semester and must be used the day you get them. If you do not use your full amount, you may return to the Business Office for another voucher the next day.

### **7. How can I determine if I pay in-district tuition/fees or out-of-district tuition/fee?**

Residents living in Wharton County or Needville ISD pay taxes to the college. As a result, students living in Wharton County or Needville ISD pay in-district rates. All other Texas residents pay out-of-district rates.

## **FINANCIAL AID**

### **1. What are my chances of receiving financial aid?**

The only way to determine your eligibility to receive aid is to submit your Free Application for Student Aid (FAFSA).

### **2. What is the deadline to apply for financial aid?**

To receive maximum consideration for financial aid, the FAFSA must be received by the institution for processing before June 1<sup>st</sup> for the next academic year.

### **3. To receive financial aid, do I have to apply every year?**

Yes. To receive consideration for eligible programs you must file a FAFSA each year. File the FAFSA any time after January 1<sup>st</sup> – you will need a completed tax return from the previous year. For faster processing, apply online at <http://www.fafsa.ed.gov> rather than using the paper form.

Each college has their own deadline, so be sure to check with the college you plan to attend.

**4. Is there a maximum income level that will disqualify me from receiving financial aid?**

Most people have the misconception that income is the only factor in determining need for financial aid assistance. However, other variables are considered such as family size, number of family members in college, age of older parent, savings, investments, and various other allowances to the family's income and assets.

**5. Are there other forms that I can fill out in order to be considered for other grants?**

The FAFSA is required to be considered for all grant programs available through processing by the financial aid department. We also require the **Student Data Form** from all students who wish to be considered for aid. You may print the form by choosing the **Forms** link on the WCJC website, or you may pick one up from the financial aid office.

**6. If my parents are divorced or separated, which parent do I put on the FAFSA?**

You should provide information from the parent who provided you with the most support in the past year. If the parent who provided for you is remarried, your step-parent's information must also be provided on the FAFSA.

**7. Why can't I apply for financial aid without using my parent's information on the FAFSA form?**

When you apply for federal student aid, there are certain questions you answer that will determine whether you are considered dependent on your parents or independent. If you are considered dependent, you must report your parent's income and assets as well as your own. If you think you have unusual circumstances that would make you independent, talk to your Financial Aid Director.

**8. How do I know when and how much I have been awarded?**

Notification of all eligible programs will be provided to you in the form of an award letter listing the types of aid you can expect to receive for the school year. You may also view your awards by accessing the WCJC website and click on on-line services.

**9. What happens if I drop a class?**

If you drop a class prior to the 12<sup>th</sup> class day, you may be responsible for repayment of the difference between the amount of money you received and the amount specified for the new enrollment status. You must also make sure you remain in compliance with our Satisfactory Academic Progress (SAP) policy.

**10. What if I withdraw from all classes?**

If you withdraw completely or drop below ½ time status, you may be responsible for repaying money received from financial assistance. You will be academically ineligible for financial aid. If you have a student loan, your grace period will begin,

and if you fail to enroll within 6 months, the repayment will begin on your student loans.

**11. What is verification, and why was I selected?**

Students are selected for verification randomly by the federal processor. Save all records and other materials used in completing the application, because you may need them later to prove the information you reported is correct. This process is called **verification**.

**12. Will the financial aid transfer from one school to another?**

No. Financial aid does not transfer from school to school. Students planning to transfer to another school should contact the Financial Aid Office at both schools to find out what is required.

**13. Why is the maximum amount of loan money limited?**

Students applying for the Federal Stafford Loan are subject to annual and aggregate loan limits that are based on the academic level, dependency status, and length of academic program. The Federal Family Education Loan Program (FFELP) presets the loan limits. WCJC has no control over the funding amount.

**14. Do I need to be admitted before I can apply for Financial Aid?**

No. You can apply for financial aid any time after January 1. To actually receive funds, however, you must be admitted and enrolled at the college.

**HOUSING**

**1. What are the dorm fees?**

A dorm room is \$300.00 per semester, and the board (meal) plan is \$950.00 per semester, for a total of \$1250.00 per semester. All dormitory students are required to take the board plan.

**2. When are the dorm fees due?**

Room charges and the first board plan payment are due and payable at the time of registration and **must** be paid before moving into the dorm.

**3. Is there an installment plan for the board?**

Yes, the board may be paid in three payments:

\$35000 to be paid before move in  
\$300.00 due Oct. 1<sup>st</sup> (fall) or Feb. 1<sup>st</sup> (spring)  
\$300.00 due Nov. 1<sup>st</sup> (fall) or Mar. 1<sup>st</sup> (spring)

Students who fail to pay their board fees by the deadline are assessed a \$50 late fee for the second payment and a \$100 late fee for the final payment, their college records are placed on hold until all payments are made in full, and they may not register for subsequent semesters until all payments are made in full.

**4. What is included in the meal plan?**

Three meals are served Monday through Friday, two meals on Saturday, and one meal on Sunday, except for holidays.

**5. How do I apply for a dorm room?**

A dorm application is available online, in the college catalog, or from the Student Services Office (979-532-6388). A \$100.00 deposit is required to reserve a room and to cover possible property damages.

**6. What if I wish to cancel my dorm reservation?**

To cancel room reservations, refunds must be requested in writing to the Housing Department on or before the first day of classes.

**7. Can I request a roommate?**

Dormitory room assignments are made according to the date the deposit is received. All efforts are made to accommodate student requests for dorm and/or roommate preference.

**8. Can I stay in the dorm over the holidays?**

The residence halls and cafeteria will be closed during official college holidays as specified in the College Calendar. During these holidays, students must arrange for other housing and meals.

**PARKING**

**1. Where do I get a parking permit?**

Parking permits are available during registration at each campus. If you did not get a permit at the time of registration, you may pick up a permit at the Pioneer Student Center on the Wharton campus, or at the Registrar's Office at the Sugar Land Campus. Permits are also available at the Security Office at the Fort Bend Technical Center. You must have a parking permit no later than the end of the first week of classes.

Warnings will be given for violations of parking regulations only during the first week of classes.

**2. What information do I need to get a permit?**

A student's name and social security number or ID number, as well as the year, make, model, color and license plate number of the vehicle are required to get a parking permit.

### **3. Where do I display the permit?**

The parking permit must be displayed from the rearview mirror in accordance with college instructions. No exceptions.

If you have a unique situation, contact Security at ext. 6523.

### **4. What if I drive a different car than the one I registered?**

The permit is designed so that it may be removed from one vehicle and attached to a different vehicle easily. The permit is issued to a WCJC student, not to a vehicle, so no matter which vehicle a student drives, the WCJC parking permit must be displayed from the rearview mirror.

### **5. Where may I park on campus?**

Students may park only between the white lines at each campus. Parking and traffic regulations are set forth in detail in the *Student Handbook*.

If you park off campus, you take a risk of being fined and/or towed by the city.

### **6. Is there a fine for parking tickets?**

Yes, each parking citation is \$25.00. Fines should be paid at the Business Office on the campus where the citation was issued, or mailed to the address on the citation. Holds will be placed on the records of students with parking fines.

Illegally parking in handicapped spaces is also subject to a city citation and towing.

### **7. Can I appeal a parking citation?**

Yes. Appeals must be made within five days of receiving a citation. Students may pick up a copy of College Regulation 325 and an appeal form at the Office of Student Services, or the receptionist at the Fort Bend and Sugar Land campuses. Appeals are made through the Summary Appeals Court. The decision of the Summary Appeals Court is final. Note: Failure to display a parking permit will not constitute a reason for dismissal.

## **CONTINUING EDUCATION**

### **1. What courses does Continuing Education offer?**

Aerobics, Alcohol Awareness, Aviation Training, Business Management, Casino Games, Computer Aided Drafting, Computer Software Training, Creative Writing and Publishing, Defensive Driving, Emergency Medical Services, English as a Second Language, Home & Garden, Professional Development, Real Estate, Sign Language, Spanish, and Test Preparation

A complete CE schedule of course offerings can be viewed on the college website at [www.wcjc.edu](http://www.wcjc.edu).

**2. Is there an application fee for Continuing Education courses?**

There is no application fee for continuing education courses.

**3. Are there different fees for out of district students and in district students?**

No – each class has a fee that the same for all students who enroll.

**4. Can students use web registration for CE Courses?**

Yes, if you have completed the Continuing Ed admissions process in person or by fax before registering.

**5. Do Continuing Education courses show up on student's transcripts?**

Yes – all coursework completed at WCJC is displayed.

**6. If students would like to register in person, where can he/she do so?**

A student can register in person for any CE course at any campus.

**7. Does Continuing Education offer certificates at the end of class?**

Yes, Continuing Education awards Certificates of Participation for students who complete a course.

**8. Does Continuing Education offer “field specific” continuing education for those needing to acquire CEU's?**

Yes – consult the CE schedule on the college website at [www.wcjc.edu](http://www.wcjc.edu) or contact the Continuing Ed office at (979) 532-6324.

**9. When is payment due for Continuing Education courses?**

All fees are due at the time of registration.

## **DISTANCE EDUCATION**

**1. What classes are offered from WCJC Distance Education?**

Video Cassette, Online (Web CT), and Interactive Television

**2. When taking an online course, how often will students report to actual classroom?**

It varies, that is the decision of the instructors.

**3. How can Distance Education Instructors be contacted?**

Call the Division Secretary of the department under which the course is taught.

**4. Is orientation mandatory for videocassette courses?**

Yes. Videotapes for the course are handed out at orientation.

**5. Are credits achieved through WCJC Distance Education transferable?**

You should contact the college you plan to attend to verify that a specific course can be transferred.

**6. Can students obtain WCJC degrees solely through online courses through WCJC Distance Learning?**

No, not at this time – consult the current catalog for degree plans.